



STANDARDS OF APPRENTICESHIP
adopted by

**SOUTHWEST WASHINGTON ELECTRICAL WORKERS
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT and/or SOC</u>	<u>Term</u>
RESIDENTIAL WIREMAN		824.261-010	4000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

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Standards Amended (review)

Standards Amended (administrative)

By: MELINDA NICHOLS
Chair of Council

By: PATRICK WOOD
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

The following standards for the development of Residential Wireman apprentices have been prepared by the representatives of the National Electrical Contractors Association, and representatives of Local Union #76, I.B.E.W., assisted by the Apprenticeship and Training Division, State Department of Labor and Industries. When approved and registered with the Registration Agency, these Standards will govern the training of apprentices in this industry.

The purpose of the training standards is:

- A. To encourage careful selection of young people coming into the trade with due regard to health, physical fitness, aptitude, attitudes and personal characteristics.**
- B. To provide a plan of approved training that will equip apprentices for profitable employment as skilled workmen in the trade and to promote honorable citizenship.**
- C. To relate the future supply of skilled workers to probable employment demands.**

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- D. To assure the employer that the services of proficient workmen may be obtained.**
- E. To provide the public with the highest possible grade of products and services in conformity with approved practices of safety and skilled craftsmanship.**

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area which these Standards cover shall be as follows: Pierce, Thurston, Mason, Lewis, Grays Harbor and Pacific Counties.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

An individual may become an apprentice by any of the following means:

A pool of eligible applicants shall be established consisting of individuals who qualify for oral interview.

To qualify for oral interview an applicant must meet the following basic requirements:

- | | |
|------------|---|
| Age: | Must be at least 18 years of age. |
| Education: | High school graduate (with proof of graduation) or GED with a qualifying score of at least 250 or 2500 if tested with new GED test. Also must have completed one full year of high school math with a passing grade. |
| Physical: | The applicant must be physically capable of performing the job requirements. |
| Testing: | None |

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Other: **Applicants shall submit the following information to the Committee before their applications will be considered complete. This must be done within 60 days of date of application.**

Official transcript of high school courses and grades and official copy of GED (if applicable).

No person will be granted an interview who has not met the above requirements.

Applicants must reside within the jurisdiction covered by these Standards.

- 1. Individuals who have accumulated a minimum of twenty-four hundred (2400) hours of residential work experience shall be qualified for oral interview. If selected, their previous work experience and training shall be evaluated by the JATC, or the Subcommittee, using consistent, standard, nondiscriminatory means, and thereby awarded advanced standing in the apprenticeship program. (Note: Meeting this qualification allows the applicant to be interviewed during the normal selection process--this is NOT direct entry.) For such applicants to be considered:**
 - a. The applicant must provide the JATC with proper documentation that defines their experience in the residential industry. This documentation must be comprised of official documents such as tax/payroll records, notarized letters of experience confirmation and sworn statements.**
 - b. The JATC will examine all documentation submitted before qualification is acknowledged.**
 - c. An absolute minimum of two thousand four-hundred hours of RESIDENTIAL WORK EXPERIENCE must be proven to meet this qualification.**

- 2. A military veteran who completed military technical training school in a Military Occupational Specialty (MOS) applicable to the electrical construction trade (as determined by the JATC), and can document a minimum of two (2) years of military experience in that MOS, will qualify for an oral interview by the JATC to be considered along with other qualified applicants. Note: meeting this qualification allows the applicant to be interviewed during the normal selection process--this is NOT direct entry. If selected under this provision, the JATC will determine, using standard means of evaluation, if OJT and/or related instruction credit will be awarded for previous training and experience. All post selection requirements remain in force. To qualify under this provision, applicants must:**
 - a. Complete an application form, accurately responding to all questions and items.**

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- b. Have previous military work experience in the identified MOS as stipulated above.
- c. Provide reliable documentation and adequate verification (which shall be recorded and securely filed in the applicant's file) to substantiate previous military training and experience, in order to qualify for interview under this provision

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

The Committee shall adopt the procedure for selection of apprentices as written by the National Apprenticeship Committee as follows:

- 1. Applications will be available to anyone who is interested regardless of any other consideration.
- 2. The fact that applications are available shall be made known to the local apprenticeship representative of the State or Federal Registration agency and other appropriate organizations.
- 3. All application blanks will be surely numbered so that they can be accounted for.
- 4. There will be set up a book in which each line carries a number corresponding to the serial number of an application. Columns will be provided to show the progress, by dates and final disposition.
- 5. Applications will be taken the year round on Wednesday between the hours of 9:00 - 11:00 a.m. and 2:00 - 4:00 p.m. at the local Apprenticeship Committee office, 3001 South 36th St., Tacoma, WA 98409.

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6. Interviews will be held periodically. All applications taken since the last series of interviews will be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the basic requirements. The number of new apprentices to be accepted will be determined before starting interviews.
7. Those not interviewed because they lack basic qualifications will not be reconsidered until they correct any deficiencies they may have and reapply (further schooling, etc.).
8. **Step-by-Step Procedure for Each Applicant:**
 - a. Everyone expressing an interest will first be required to fill out an application. Be sure it is dated and signed.
 - b. Give the applicant a copy of the Standards to read. Explain the basic requirements for entrance into the program.
 - c. Explain to the applicant that he/she must furnish a copy of his/her birth certificate (or reliable information on date of birth), evidence of physical fitness, a transcript of his/her school record, and take an aptitude test before he/she can be processed further.
 - d. Explain that the date of interview will be set by the date of completion of the application (not the date he/she applied).
 - e. Fill in the appropriate columns in the book.
 - f. When the transcript is received in the office, date the proper column in the book.
 - g. When all information is complete on this application, place the date the last item was received in the column marked "Application Completed."
 - h. Check the application for basic entrance requirements--high school, age, aptitude, etc., (as set forth in the Standards).
 - i. If the applicant is deficient in any one of the basic requirements, make note in the column marked "Not Interviewed" to show he/she will not be interviewed. (See "k" below)
 - j. Periodically, about every three months, the Committee will consider those applications from persons who do not meet the basic requirements and notify them that they will not be interviewed until they correct any deficiencies they may have and reapply.

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- k. When an applicant is notified that he/she will not be interviewed because of lack of basic entrance requirements, this will be noted in the column marked "Final Disposition" along with the date of the Committee meeting.

9. Procedure for Interviews:

- a. All applicants meeting basic qualifications who have completed their application will be listed in the order of dates of completion of application (oldest date first). Where several complete their applications on the same date, these applicants will be listed on the basis of the serial number on the application.
- b. This list will be broken up into smaller groups for each interview session.
- c. The interview meetings will be scheduled to provide enough time to interview all applicants.
- d. Applicants will be notified to appear for interview, a reply will be required by a specific date. Notification will specify a time to appear. An appropriate number of applicants will be scheduled for each hour.
- e. Application rating forms with all pertinent data will be prepared for the Committee from information supplied by the applicant and others. Each Committee member will have a copy of the rating form for use during interview.

10. The Interview Session:

- a. Applicants will be provided a place to wait for their interview.
- b. The application will be read to the Committee so that the members of the Committee can have any information not previously listed on their rating form.
- c. The applicant will be called before the Committee and put at ease by brief general conversation. (Remember this is an important step and the applicant might well be under considerable strain and nervous tension.)
- d. Committee members will ask questions of the applicant with the purpose in mind of finding out as much as possible about him/her as an individual and about his/her capacity to become an apprentice and a journey-level worker, including questions in the following areas:

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- (1) Is the applicant really interested in the trade or just looking for a job?
 - (2) What is the applicant's attitude toward hard work; has he/she ever done any?
 - (3) Does the applicant indicate a sense of responsibility for performance, materials, safety and the like?
 - (4) Can the applicant work under supervision? Can he/she take orders?
 - (5) Would the applicant learn to work as part of a crew?
 - (6) How does the applicant feel toward school? Does he/she see it as an opportunity or a requirement?
 - (7) Does the applicant understand what will be expected of him/her if he/she is accepted?
 - (8) Many other categories may be covered in the questions and answers to the above.
- e. When the interview is completed, the applicant should be excused and told that he/she will be notified by letter of the decision of the Committee.
- f. Each Committee member will rate the applicant as to whether he/she is the type of individual who is likely to complete his/her training successfully.
- g. Ratings should take into account:
- (1) Education (from the transcript)
 - (a) Additional math, two years of algebra, trig, etc., should receive additional consideration.
 - (b) General science courses should receive additional consideration. Physics is the preferred science course.
 - (c) Academic subject grades should be examined as an indication of reading comprehension.
 - (d) Deportment grades can indicate possible trouble in class discipline.
 - (2) Transportation - is it available?
 - (3) Those factors which are brought out in the interview:
 - (a) Interest
 - (b) Character
 - (c) Cooperativeness
 - (d) Judgment
 - (e) Similar factors
 - (4) Rating must be against a standard of what the industry needs, not a comparison to the other applicants.

11. Selection from Committee Ratings:

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- a. The number of new apprentices to be accepted will be determined before starting interviews. This will be based upon the needs of the industry as projected from reliable information.
- b. Selection of individuals from the list of interviewed applicants will not be done until all interview sessions are complete, each applicant has been rated and all applicants are ranked.
- c. The actual selection of individuals will be made by accepting from the top of the list by Committee rating the number of persons previously decided upon.
- d. All those interviewed will be notified. Those not selected by the specified date may renew their application for the next selection process as they so desire.
- e. There will not be any carry-over of a list from year to year but a new supply of applicants will be considered each year.
- f. Those Applicants placed in the pool of eligibles, before being registered into the program will be required to take and pass a pre-employment urinalysis drug screening test. Expense of the drug test will be paid by the JATC.

12. Applicant Appeals Procedure:

- a. An Appeals Committee is hereby established, composed of one member appointed by labor, one member appointed by management and a public member appointed by both these members.
- b. Where an Appeals Committee exists under an established referral procedure and it is of this type, it shall be used for this purpose.
- c. Management and labor shall mutually agree to and select the public member of this Committee.
- d. The authority of Appeals Committee shall be limited to the rendering of decision on cases involving unjust treatment of applicants for the program in the matter of selection.
- e. Any appeal must be filed in writing within fifteen (15) days of the date of notification of the applicant as to the decision of the Apprenticeship Committee regarding his/her application.

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- f. A copy of the appeal shall be filed with the Apprenticeship Committee.
- g. The Apprenticeship Committee must file a written answer to the appeal within thirty (30) days of receipt of the copy of the appeal.
- h. The Appeals Committee shall consider the written evidence and shall on request grant a hearing.
- i. A final decision shall be rendered within thirty (30) days of the date of filing of the Committee answer to the appeal or from the date of a hearing.
- j. Decisions of the Appeals Committee shall be final and binding upon the Apprenticeship Committee and the applicant.

13. EXCEPTIONS:

- a. An individual who signs an authorization card during an organizing effort wherein 50 percent or more of the employees have signed, whether or not the employer becomes signatory, an individual not qualifying as a journey-level worker shall be evaluated by the sponsor and registered at the appropriate period of apprenticeship based on previous work experience and related training.
- b. An employee of a non-signatory employer not qualifying as a journey-level worker when an employer becomes signatory shall be evaluated by the JATC using constant standard non-discriminatory means and registered at the appropriate period of apprenticeship based on previous work experience an related training.

B. Equal Employment Opportunity Plan:

- 1. The Apprenticeship Committee has pledged that the recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, age or sex. In order to promote equality of opportunity, the Apprenticeship Committee hereby pledges to take affirmative action to encourage minorities and women to complete the application and enter into the eligibility pool.
- 2. The following activities shall constitute the affirmative action plan of the Apprenticeship Committee. While the Apprenticeship Committee need not necessarily pursue all these activities (given the differing sizes and resources of programs), it is expected to make a good faith effort to participate in those activities, which are likely to accomplish the goals of affirmative action.

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- a. Notification of apprentice opportunities shall be made at least 30 days prior to the earliest date of application. If a program accepts applications throughout the year notification shall be made at least semi-annually. Such notification shall contain information including (1) the nature of the apprenticeship (e.g. apprentice lineman, apprentice inside wireman), (2) the requirements for admission to apprenticeship, (3) the source and times for applications, and (4) the equal opportunity pledge of the sponsor.

Notification shall be made to:

- (1) The BAT or SAC representative serving the program.
 - (2) In a SAC state, the state supervisor of the BAT.
 - (3) The local superintendent of schools.
 - (4) State employment offices in the training area.
- b. Newspaper, radio or television advertisements may be made if needed and feasible, given the limitations of Apprenticeship Committee finances and personnel.
- c. Participate in Annual Workshops conducted by employment service agencies and/or local school boards and/or community colleges and/or vocational schools.
- d. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of Title 29 CFR Part 30, Section 30.5(b)(4).

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of training shall be not less than 4000 hours of employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

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- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 800 hours of employment after signing of the Apprenticeship Training Agreement shall be a probationary period.

Before the end of the probationary period, the Committee shall make a thorough review of the apprentice's ability and development. Action must be taken on each probationary apprentice to end/extend probation or cancel the Apprenticeship Training Agreement. All interested parties shall be notified of such action.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

Two (2) apprentices may be employed for each one (1) journeyman as is consistent with the Department of Labor & Industries Electrical Licensing Section. At no time shall the ratio exceed two (2) apprentices to one (1) journeyman on each jobsite or contract.

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

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The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Apprentices shall be paid the following percentages of the residential wireman's hourly rate of pay:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	47.5%
2	1001 - 2000 hours	57.5%
3	2001 - 3000 hours	67.5%
4	3001 - 4000 hours	77.5%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>Residential Wireman:</u>	<u>Approximate Hours</u>
1. Wiring of outlets in single family residences	1300
2. Wiring of outlets in multiple family residences.....	500
3. Wiring of outlets in apartment buildings	500
4. Wiring for service connection meters & distribution.....	300
5. Major appliance installation and service	100
6. Remodeling of residential buildings	500
7. Installation and service on TV & FM antenna systems.....	50
8. Installation and service of intercom systems	75
9. Installation and service of music systems	75
10. Installation, service & controls of electric heat	500
11. Installation, service & control of air-conditioning.....	100
TOTAL HOURS:	4000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- () Supervised field trips
- () Approved training seminars
- () A combination of home study and approved correspondence courses
- () State Community/Technical college
- () Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify): **Maintain a current Industrial First Aid Card**

144 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A The apprentice will be required to purchase course materials and equipment at Apprenticeship Committee's cost.**
- B The instructors shall give periodic examinations and report the results to the Committee so that progress may be checked and corrective measures applied where necessary.**
- C. Failure of an apprentice to maintain a 75% grade average throughout each year or receiving a failing grade on any three (3) tests during any one year (75% is a passing grade) in related training shall be considered as just cause for cancellation of the Apprenticeship Training Agreement.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individuals apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. The groups cooperating in these Standards shall refer all problems pertaining to apprenticeship to the Committee for action and disposal before action is reported to the sponsoring organization.**
- 2. In the event the employer and employee representatives cannot mutually agree on the administration of the program, any matter in dispute shall be referred to sponsoring parties for settlement.**

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3. All funds for the operation of the apprenticeship and training program shall be held in a trust fund. The Committee shall initiate and certify all expenditures to the trustees of the trust fund.
4. The Committee shall prepare a written policy statement, which sets forth the current rules and regulations for the conduct of the local program. Such policy statement shall be subject to revision by the Committee.
5.
 - a. Candidates with previous experience in the electrical trade can have such experience evaluated by the Committee at the time they make application or before the sign an agreement. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.
 - b. After an apprentice has signed the Apprenticeship Agreement and has been employed, he/she cannot request an evaluation of past experience.
6. **Hiring of Apprentices:**

Employers desiring an apprentice shall make application for said apprentice through the Training Director.
7. **Periodic Examination and Record Books:**

Each apprentice upon registration shall be furnished a Record Book. The apprentice must faithfully keep this record, which shall be verified at the end of each month by the journey-level worker.

An examination of the apprentice's progress and records shall be given each six months by the Committee to determine eligibility to receive the scheduled increase in rate of pay. In these examinations consideration shall be given to related trade instruction, progress, and daily employment record of the apprentice.
8. **Adjustment of Differences:**
 - a. Any differences between the employer and the apprentice concerning matters of training shall be adjusted by the Committee.
 - b. The Committee may cancel the Apprenticeship Training Agreement and remove the apprentice from the program for cause. Such removal by the Committee shall cancel his/her classification of residential apprentice and the opportunity to complete his/her training. The Committee will abide by all laws, rules and regulations

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that guide the Washington State Apprenticeship and Training Council.

- c. Any apprentice shall have the right to appear before the Committee.
- d. The Apprentice Training Agreement may also be canceled by mutual consent of all parties.

9. Certificate of Completion:

- a. At completion of the term of training, the Committee shall interview the apprentice. If satisfactory in all phases of his/her training, the Committee will so certify to the sponsoring parties. If not satisfactory, the term of training may be extended.
- b. The Committee may cancel the Apprenticeship Training Agreement and remove the apprentice from the program for cause. Such removal by the Committee shall cancel his/her classification of residential apprentice and the opportunity to complete his/her training. The Committee will abide by all laws, rules and regulations that guide the Washington State Apprenticeship and Training Council.

10. Safety and Health Training: Each apprentice shall receive first aid and safety training both in related instruction and on the job to ensure that he/she becomes a safe and competent journey-level worker.

11. Statement of Policy: The training director will act for and under the direction of the committee in carrying out the terms and conditions as established in the Standards, and published policies of the Apprenticeship Committee.

- a. Disciplinary action which may include cancellation of the Apprenticeship Training Agreement will be taken by the Committee for infractions of the following rules:
 - (1) Failure to perform the work on the job.
 - (2) Failure to attend school regularly as required.
 - (3) Failure to maintain a 75% grade average throughout the school year.
 - (4) Failure to appear in response to notification.
 - (5) Failure to notify the Committee of change of address or phone.
 - (6) Quitting an employer without cause (after investigation by the Committee).
 - (7) Employer who terminates for just cause (i.e., attendance or productivity).

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b. Work Process Sheets:

- (1) Work sheets must be in prior to the 10th of each month for the previous month, properly filled out and signed by your employer, supervisor or journey-level worker.**
- (2) No wage increase will be granted and the employer will not be notified unless work process sheets are current.**
- (3) Bona fide signatures will be required on all work process sheets.**
- (4) Work process sheets must be signed by employers up to date when laid off or rotated from shop to shop.**
- (5) Work records shall be kept up to date for the Committee to review at all times.**

c. Periodic Advancement of Apprentice:

- (1) Prior to each advancement, the Training Director will check the apprentice's progress on the job by contacting the proper supervisory personnel in the shop where the apprentice is employed.**
- (2) Requirements for advancement:**
 - (a) Advancement will be held until all required hours of school are completed for that period of advancement with satisfactory grades.**
 - (b) Satisfactory grades in school (75% average minimum grade).**
 - (c) Satisfactory reports from both employer and journey-level workers.**
 - (d) Work experience reports turned in properly and on time.**
- (3) Each of the requirements will be check prior to each advancement by the Training Director.**
- (4) Deficiency of any one or more these requirements shall be cause for deferment of advancement.**
- (5) Future advancements will be calculated from the new data unless acted upon by the Committee.**
- (6) No advancement will be processed until the apprentice's work experience reports are up to date and in the Training Director's office.**

d. Completion of Apprentices:

- (1) All apprentices shall work at the apprentice classification until they have satisfactorily completed a minimum of 144 hours of related instruction for each year of registration, perform a minimum of 4000 hours of on-the-job training.**

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- (2) Certificates of Completion shall be given when the apprentice has fulfilled his/her obligations of schooling and minimum work hours.

e. **Apprenticeship School:**

- (1) Disciplinary problems shall first be handled by the training director. Whenever the director fails to produce the desired results, the training director shall refer the matter to the Committee for action.
- (2) If an instructor removes an apprentice from class for a just cause, the apprentice will not be readmitted until; he/she has been before the Committee. The apprentice will have to make up the time missed during the suspended period.
- (3) All classes start and terminate at times set forth by the Committee.
- (4) Any apprentice who comes to class or returns from break, having used alcohol or drugs, will be removed from class with just cause.
- (5) Books and lesson materials for the apprentice:
 - (a) Apprentices will purchase all required school textbooks and materials from the JATC, which will be sold at cost.
 - (a) The Committee will supply all textbooks and material required for each instructor at no charge.
- (6) Apprentices shall not work overtime to the extent that they would be absent or tardy from school unless approved by the training director. Working overtime will not be an excuse for being absent.

f. **Work Experience Report:**

- (1) Each apprentice is required to fill out a work experience report card monthly. This report shall be in the JATC office no later than the 10th of the following month.
- (2) Each apprentice who is late in returning his/her work experience report will have the following penalties imposed: First offense: Up to 30 days actual work delay in his/her next advancement. Second offense: Up to 60 days actual work delay in his/her next advancement. Third offense: Penalty: Cause for cancellations of registration.

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g. Leave of Absence:

- (1) During the probationary period, leave of absence or vacations are not vested with each apprentice.**
- (2) Leaves of absence or vacations may be requested at any time after the probationary period. The Committee shall act on each request in a fair and equitable manner.**
- (3) Violations of the above shall be just cause for cancellation of the Apprenticeship Agreement.**

12. SUPERVISION OF APPRENTICES:

An apprentice is to be under the supervision of a Journey-level Wireman at all times. Journey-level workers are not required to constantly watch the apprentice, but they are to lay out the work required and permit the apprentice to perform the work on his/her own. Journey-level workers are permitted to leave the immediate work area without being accompanied by the apprentice.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

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If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not

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exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)

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- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.

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6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

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Program type administered by the committee: **GROUP JOINT**

The employer representatives shall be:

Mike Doyle, Chairman
4832 Pacific Avenue
Tacoma, WA 98408

Chris Kinsey
PO Box 98686
Lakewood, WA 98498

Mike Glasman
Groff Electric
3308 South Union
Tacoma, WA 98409

Ken Kaivo
PO Box 107
Aberdeen, WA 98520

Dan Newton
1929 Tacoma Avenue South
Tacoma, WA 98402

Tom Knox, Alternate
8815 South Tacoma Way #104
Tacoma, WA 98499

The employee representatives shall be:

Gary Younghans, Secretary
115 Gemini Place
Chehalis, WA 98532

Patricia Rossignol
615 2nd Street NW
Puyallup, WA 98371

Ray Lince
4911 Fir Tree Rd SE
Olympia, WA 98501

Nick Dunjic
402 Greenbriar Lane
Aberdeen, WA 98520

Greg Elder
169 Deer Meadow Dr
Chehalis, WA 98532

Michael Grunwald, Alternate
3049 S 36th #101
Tacoma, WA 98409

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Anthony Lewis, Training Director
3001 South 36th
Tacoma, WA 98409